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Hopkinton Budget Committee Schedule of Meetings and Important Dates - 2012

DRAFT 10-24-2011

TOWN Department Budget Presentations to Select Board - Library, Human Services, Police, Emergency Management, Animal Control, Ambulance, Fire, Conservation Commission, Select Board - Town Hall 10/12/2011 5:30 p.m. Wednesday Budget Committee Meeting-Timeline set	Date	Time	Day of Week	Schedule*	Responsible Party	Meeting Location
10/3/2011 5:30 p.m. Monday Town Department Budget Presentations to Select Board Overview, Town Clieft Pax Collector, EDC, Parks & Select Board Coverview, Town Clieft Pax Collector, EDC, Parks & Select Board Town Hal	9/16/2011		Friday	9 , ,	Department	
10/12/2011 5:30 p.m. Monday Recreation, Executive, Finance, Personnel, Assessing, Select Board Library, Human Services, Police, Emergency Management, Animal Control, Ambulance, Fire, Conservation Commission, Cemetery, Planning Committee Meeting-Timeline set School Department Head budget requests due to Principals SCHOOL Department Budget Presentations to Select Board Overview, Town Clerk/Tax Collector, EDC, Parks & Recention, Executive, Finance, Personnel, Assessing, Planning Zoning, Property, Human Services School Department Column by this date. 10/20/2011 5:30 p.m. Monday				TOWN Department Budget Presentations to Select Board -		
Library, Human Services, Police, Emergency Management, Animal Control, Ambulance, Fire, Conservation Commission, Select Board Town Hall 10/12/2011 5:30 p.m. Wednesday Budget Committee Meeting-Timeline set School Department Head budget requests due to Principals Town Hall School Department Head budget requests due to Principals Town Clerk/Tax Collector, EDC, Parks & Recreation, Executive, Finance, Personnel, Assessing, Planning Zonling, Property, Human Services School Department Heads and Principals Town Hall School School Board Heads Town Hall School School Board Heads Town Hall School School Board Heads Town Hall School School Heads Town Hall School School Heads Heads Heads Heads Town Hall School School Heads Heads Heads Heads Heads Town Hall School Heads H	10/3/2011	5:30 p.m.	Monday		Select Board	Town Hall
10/12/2011 5-30 p.m. Wednesday Budget Committee Meeting-Timeline set School School Papartment Principals Town Hal Principals Town Hal School Papartment Principals Town Hal Principals Presentations Principals Town Hal Principals Town Hal Principals Presentations Presentations Presentations Presentations Presentations Presentations Presentations Presentations Presentations Principals Property Presentations Principals Presentations Principals Presentations Principals Property Presentations Principals Presentations Principals Presentations Principals Presentations Principals Principals Presentations Principals Presentations Principals Presentations Principals Principals Presentations Principals	10/11/2011	5:30 p.m.	Tuesday	Library, Human Services, Police, Emergency Management, Animal Control, Ambulance, Fire, Conservation Commission,	Select Board	Town Hall
SCHOOL Department Head budget requests due to Department Principals	10/12/2011	5:30 p.m.	Wednesday	Budget Committee Meeting-Timeline set	Committee	Town Hall
Overview, Town Clerk/Tax Collector, EDC, Parks & Recreation, Executive, Finance, Personnel, Assessing, Planning Zoning, Property, Human Services Select Board Town Hal	10/12/2011		Thursday		Department	
Columb by this date.	10/17/2011	5:20 n m		Overview, Town Clerk/Tax Collector, EDC, Parks & Recreation, Executive, Finance, Personnel, Assessing,	Soloat Poord	Town Hall
Town Select Board Budget Work Session and Follow-up Presentations ScHOOL Initial data input completed and first draft submitted to Central Office ScHOOL Initial data input completed and first draft submitted to Central Office ScHOOL Initial data input completed and first draft submitted to Central Office ScHOOL Individual meetings with Superintendent/Business Administrator to review budgets ScHOOL Individual meetings with Superintendent/Business Administrator to review budgets ScHOOL Leadership team to review budgets Town Budget ScHOOL School Board Finalizes Town Budget Presentations-Overview, Town Clerk/Tax Collector, EDC, Executive, Finance, Personnel, Assessing, Planning Zoning, Property Liability, community health, Patriotic Purposes, Debt, Interest, TAN, Revenues ScHOOL Completed first draft of school budget packets distributed to School Board. The packet will include a one-page summary of budget categories. ScHOOL School Board meeting to review first draft of school budget. Town Hall ScHOOL School Board meeting to review first draft of school budget. Town Hall ScHOOL School Board meeting to review first draft of school budget. Town Hall ScHOOL School Board meeting to review first draft of school Board meeting. This packet's summary will include any agreed upon changes as well as information regarding warrant and trust commitments. ScHOOL School Board meeting to review second draft of school budget Town Hall ScHOOL School Board meeting to review second draft of school budget Town Hall ScHOOL School Board meeting to review second draft of School Board meeting. This packet's summary will include any agreed upon changes as well as information regarding warrant and trust commitments. ScHOOL School Board meeting to review second draft of School Board meeting to review second draft of School Board Miss ScHOOL School Board meeting to review second draft of School Board Miss ScHOOL Board ScHOOL Board Miss		5.30 p.III.		SCHOOL School budgets need to be in the department		TOWIT Hall
10/27/2011 Thursday Submitted to Central Office		5:30 p.m.	-	TOWN Select Board Budget Work Session and Follow-up		Town Hall
SCHOOL-Individual meetings with Superintendent/Business Administrator to review budgets 11/3/2011 1:00-5:00 Thursday SCHOOL Leadership team to review budgets 11/7/2011 5:30 p.m. Monday TOWN Select Board Finalizes Town Budget Presentations-Overview, Town Clerk/Tax Collector, EDC, Executive, Finance, Personnel, Assessing, Planning Zoning, Property Liability, community health, Patriotic Purposes, Debt, Interest, TAN, Revenues SCHOOL Completed first draft of school budget packets distributed to School Board. The packet will include a one-page summary of budget categories. SCHOOL School Board meeting to review first draft of school board MSS TOWN Budget Committee - Town Budget Presentations-Library, Human Services, Police, Emergency Management, Animal Control, Ambulance, Fire, Conservation Commission, Cemetery, Parks & Recreation SCHOOL School Board meeting to review feeting. This packet's summary will include any agreed upon changes as well as information regarding warrant and trust commitments. SCHOOL School Board meeting to review second draft of School Board MSS SCHOOL School Board meeting to review second draft of School Board MSS TOWN Budget Committee - Town Budget Presentations-Library will include any agreed upon changes as well as information regarding warrant and trust commitments. SCHOOL School Board meeting to review second draft of School Board MSS TOWN Budget Committee - Town Budget Presentations-Highways & Streets, Street Lighting, Transfer Station, Solid Budget	10/27/2011		Thursday	·		
11/3 1/2 1:00-5:00 Thursday SCHOOL Leadership team to review budgets 11/7/2011 5:30 p.m. Monday TOWN Select Board Finalizes Town Budget Select Board Town Hal TOWN Budget Committee - Town Budget Presentations-Overview, Town Clerk/Tax Collector, EDC, Executive, Finance, Personnel, Assessing, Planning Zoning, Property Liability, community health, Patriotic Purposes, Debt, Interest, TAN, Revenues SCHOOL Completed first draft of school budget packets distributed to School Board. The packet will include a one-page summary of budget categories. SCHOOL School Board meeting to review first draft of school budget. SCHOOL School Board meeting to review first draft of school budget. TOWN Budget Committee - Town Budget Presentations-Library, Human Services, Police, Emergency Management, Animal Control, Ambulance, Fire, Conservation Commission, Cemetery, Parks & Recreation SCHOOL School Board meeting. This packets summary will include any agreed upon changes as well as information regarding warrant and trust commitments. SCHOOL School Board meeting to review second draft of school Board meeting. This packet's summary will include any agreed upon changes as well as information regarding warrant and trust commitments. SCHOOL School Board meeting to review second draft of school Board MSS SCHOOL School Board meeting to review second draft of school Board MSS TOWN Budget Committee - Town Budget Presentations-Highways & Streets, Street Lighting, Transfer Station, Solid Budget TOWN Budget Committee - Town Budget Presentations-Highways & Streets, Street Lighting, Transfer Station, Solid	10/31/2011	5:30 p.m.	Monday	TOWN Select Board Budget Work Session	Select Board	Town Hall
TOWN Select Board Finalizes Town Budget TOWN Budget Committee - Town Budget Presentations- Overview, Town Clerk/Tax Collector, EDC, Executive, Finance, Personnel, Assessing, Planning Zoning, Property Liability, community health, Patriotic Purposes, Debt, Interest, TAN, Revenues SCHOOL Completed first draft of school budget packets distributed to School Board. The packet will include a one- page summary of budget categories. SCHOOL School Board meeting to review first draft of school budget. SCHOOL School Board meeting to review first draft of school budget. TOWN Budget Committee - Town Budget Presentations- Library, Human Services, Police, Emergency Management, Animal Control, Ambulance, Fire, Conservation Commission, Cemetery, Parks & Recreation SCHOOL Second draft packets for School Board meeting. This packet's summary will include any agreed upon changes as well as information regarding warrant and trust commitments. SCHOOL School Board meeting to review second draft of school budget TOWN Budget Committee - Town Budget Presentations- Highways & Streets, Street Lighting, Transfer Station, Solid Budget TOWN Budget Committee - Town Budget Presentations- Highways & Streets, Street Lighting, Transfer Station, Solid	11/1 & 11/2			9 1		
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TOWN Budget Committee - Town Budget Presentations-Library, Human Services, Police, Emergency Management, Animal Control, Ambulance, Fire, Conservation Commission, Cemetery, Parks & Recreation SCHOOL Second draft packets for School Board meeting. This packet's summary will include any agreed upon changes as well as information regarding warrant and trust commitments. SCHOOL School Board meeting to review second draft of school Board SCHOOL School Board meeting to review second draft of school Board TOWN Budget Committee - Town Budget Presentations-Highways & Streets, Street Lighting, Transfer Station, Solid Budget Budget Town Hal	11/21/2011		Monday	distributed to School Board. The packet will include a one-	SAU	
Library, Human Services, Police, Emergency Management, Animal Control, Ambulance, Fire, Conservation Commission, Cemetery, Parks & Recreation SCHOOL Second draft packets for School Board meeting. This packet's summary will include any agreed upon changes as well as information regarding warrant and trust commitments. SCHOOL School Board meeting to review second draft of school budget SCHOOL School Board meeting to review second draft of school budget TOWN Budget Committee - Town Budget Presentations- Highways & Streets, Street Lighting, Transfer Station, Solid Budget Budget Town Hal	11/28/2011	5:30 p.m.	Monday	S S	School Board	MSS
SCHOOL Second draft packets for School Board meeting. This packet's summary will include any agreed upon changes as well as information regarding warrant and trust commitments. SAU SCHOOL School Board meeting to review second draft of school budget TOWN Budget Committee - Town Budget Presentations-Highways & Streets, Street Lighting, Transfer Station, Solid Budget	11/30/2011	5:30 n m	Wednesday	Library, Human Services, Police, Emergency Management, Animal Control, Ambulance, Fire, Conservation Commission,	•	Town Hall
SCHOOL School Board meeting to review second draft of school Board		0.00 p.m.	,	SCHOOL Second draft packets for School Board meeting. This packet's summary will include any agreed upon changes as well as information regarding warrant and trust		TownTiall
TOWN Budget Committee - Town Budget Presentations- Highways & Streets, Street Lighting, Transfer Station, Solid Budget	12/2/2011		Friday		SAU	
Highways & Streets, Street Lighting, Transfer Station, Solid Budget	12/5/2011	5:30 p.m.	Monday	-	School Board	MSS
ا اتك///كانا ال 5:30 p.m. Wednesday Waste, Sewer, Buildings & Grounds. Warrant Articles Committee Town Hal	12/7/2011	5:30 p.m.	Wednesday		Budget Committee	Town Hall

Date	Time	Day of Week	Schedule*	Responsible Party	Meeting Location
Duto		Day or Hook	SCHOOL Complete budget packet is distributed for school	· u.ty	2004
			board meeting. The agenda will include an action item with a		
12/9/2011		Friday	final recommended budget value	SAU	
			SCHOOL School Board meeting to vote on final		
12/12/2011	5:30 p.m.	Monday	recommended budget value	School Board	MSS
				Budget	
12/14/2011	5:30 p.m.	Wednesday	TOWN Budget Committee finalizes Town Budget	Committee	Town Hall
			SCHOOL Packet preparation if 12/19/2011 School Board		
12/16/2011		Friday	meeting is needed	SAU	
12/19/2011	5:30 p.m.	Monday	SCHOOL School Board Meeting if needed	School Board	MSS
			SCHOOL School Budget Presentation to Budget	Budget	
1/4/2012	5:30 p.m.	Wednesday	Committee	Committee	Town Hall
				Budget	
1/11/2012	5:30 p.m.	Wednesday	SCHOOL School Budget Presentation to Budget Committee	Committee	Town Hall
			First day to hold public hearing for bond issue over	Select/School	
1/13/2012		Friday	\$100,000	Board	
			Hopkinton Village Precinct and Contoocook Village Precinct Presentation to Budget Committee and review of All Budgets	Dudwat	
1/18/2012	5:30 p.m.	Wednesday	and Q&A	Budget	Town Hall
1/10/2012	5.30 p.iii.	Wednesday	and Q&A	Committee Buaget	TOWIT Hall
1/25/2012	5:30 p.m.	Wednesday	Budget Committee Deliberations	Committee	Town Hall
2/7/2012		Tuesday	TOWN Last day for petitioned warrant article - Town		
0/0/0040			DUDU IO LIEADINO ON ALL DUDOETO	Budget	
2/8/2012		Wednesday Fridav	PUBLIC HEARING ON ALL BUDGETS	Committee	High School
2/10/2012		Friday	Last day for petitioned warrant article - School	Budget	
2/10/2012	5:30 p.m.	Friday	Final Budget Committee Deliberations	Budget Committee	Town Hall
2/10/2012	5.50 p.m.	Thuay	PUBLIC HEARING ON SCHOOL PETITION WARRANT	Budget	TownTian
2/15/2010	5:30 p.m.	Wednesday	ARTICLES IF NEEDED	Committee	Town Hall
			Final Budget Committee Town Report items to Town for	Budget	
2/17/2012		Friday	inclusion in annual report	Committee	Town Hall
				Select/School	
2/20/2012		Monday	Last day to post notice of bond hearing	Board	
				Select/School	
2/20/2012		Monday	Last day to post notice of hearing for special revenue fund	Board	
			Last day for budget committee to deliver budget and warrant		
0/00/0046		M/li-	article recommendations to Select and School Boards for	Budget	
2/22/2012		Wednesday	posting (20 days before meeting)	Committee	1
2/27/2012		Monday	Last day to nost warrant and bugget form for annual mosting	Select/School Board	
2/21/2012		ivioriday	Last day to post warrant and buget form for annual meeting	Select/School	
2/27/2012		Monday	Last day to hold public hearing for Special Revenue Fund	Board	1
2,21,2012		worlday	Last day to hold public hearing for bond issue over	Select/School	1
2/27/2012		Monday	\$100,000	Board	
3/13/2012	7am-7pm	Tuesday	Town/School Ballot Voting Day	Town Moderator	
	•	ĺ	SCHOOL School District Newsletter emailed to		
3/14/2012		Wednesday	community		<u> </u>
3/17/2012	9:00 a.m	Saturday	SCHOOL School District Meeting	School Board	High School
3/24/2012	9:00 a.m	Saturday	TOWN Town Meeting Nic posting for School Roard and Select Roard Meeting Confirm	Select Board	High School

^{*}Check related Web Site or public posting for School Board and Select Board Meeting Confirmations